

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HCMALL 12/17**

OPEN TO: All interested candidates

POSITION: **Telephone Operator, FSN-4; FP-AA***
(*Position grade FP-AA will be confirmed by Washington)

OPENING DATE: July 10, 2012

CLOSING DATE: July 24, 2012

WORK HOURS: Full-time, 40 hours/week

LENGTH OF HIRE: Long term. Actual filling of the position is contingent upon the availability of funds.

ANNUAL SALARY: *Not-Ordinarily Resident (holding diplomatic passport): US\$25,518 (Starting salary)
(Position Grade: FP-AA will be confirmed by Washington)
*Ordinarily Resident: US\$5,235 (Starting salary)
(Position Grade: FSN-4)

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment for the Telephone Operator position in its Information Resources Management (IRM) Section.

NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF U.S. GOVERNMENT AGENCIES OR OFFICES UNDER/NOT UNDER CHIEF OF MISSION'S AUTHORITY MUST HAVE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTIONS OF THE POSITION

Under direct supervision of Information Programs Officer, incumbent of this position will serve as the telephone switchboard operator and perform other duties as directed.

Please contact the Management Office at 3520-4200 X4342/4274 for further inquiries.

QUALIFICATION REQUIREMENTS

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school is required.
2. At least two years of general office work experience is required.
3. Must have knowledge of general office operation practices.
4. Ability to use tact and diplomacy when dealing with public is required.
5. Must have basic computer skills (this will be tested).
6. Level 3 (Good working knowledge) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

You may download the application form at <http://hochiminh.usconsulate.gov/jobs.html>. Paper copies are available from Security Guard at Post 4 at the U.S. Consulate in Ho Chi Minh City between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

ADDITIONAL SELECTION CRITERIA

Please see post eligibility & qualification requirements on the Management Office bulletin board/intranet (Sharepoint) or on the Consulate website.

SUBMIT APPLICATION TO

Management Office

U.S. Consulate General, 7A Mac Dinh Chi Street

District 1, Ho Chi Minh City

Tel. 84-8-3520-4342/4274

Fax: 84-8-3520-4233

CLOSING DATE FOR THIS POSITION: JULY 24, 2012

(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews.)